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Edmund G. Brown Jr.,  
Governor



State of California  
Health and Human Services Agency

## **Employment Opportunity**

Operations and Accountability Officer (Exempt level L)

Permanent-Full Time

Position Number: 813-046-0160-001

(\$7,261 – 7,852 per month)

### **Department of Rehabilitation**

The Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities.

### **Operations and Accountability Officer**

Under general direction of the Deputy Director of Administrative Services Division (CEA 3), the Operations and Accountability Officer will provide high-level policy development, oversight, leadership and monitoring of critical interdivisional initiatives and activities of the department. The primary responsibilities include:

- Oversee and guide the development of the department's state plan. Advocate and promote the strategic directions with all stakeholders on an ongoing basis.
- Lead, oversee, and advise on associated policy for the department's strategic planning and implementation activities.
- Direct the development and submission of the department's required reports to the Rehabilitation Services Administration to ensure compliance with federal regulations.
- Oversee and guide cross-divisional operations and management controls, facilitation of external audits, and preparation of corrective action plans.
- Oversee the development and implementation of major interdivisional workgroups and priority special projects.

### **Additional responsibilities may include:**

- Oversee the department's support of the Rehabilitation Appeals Board and the State Rehabilitation Council, as established per federal regulations.
- Respond on behalf of the department to inter-state surveys and questions on rehabilitation programs and service delivery in California.

### **Desired Qualifications:**

- Demonstrated ability to perform higher level administrative and policy influencing functions effectively. This includes the demonstrated ability to work effectively under intense pressure, and the capacity to make higher-level decisions in a fast-paced and changing environment.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, as well as strong negotiating skills.
- Demonstrated ability to apply new ways of thinking, solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

- Strong leadership and management team experience demonstrating an ability to set goals and expectations, encourage growth and initiative at all levels, and use sound judgment in managing staff within a multi-disciplinary organization.
- Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.

### **Special Personal Characteristics**

- Appreciation of the ability of individuals with disabilities to become contributing members of our society.
- Demonstrated knowledge and personal commitment to the mission and goals of the Department of Rehabilitation.

### **Knowledge and Abilities:**

Applicants must demonstrate the ability to perform high-level administrative and policy functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities:

- Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices, and trends of public administration including the budget process, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; and principles and practices of policy formulation and development.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; and develop cooperative working relationships with representatives of all levels of government, the Legislature, and the Executive Branch.

**YOU MUST APPLY ONLINE AT THE GOVERNOR'S WEBSITE:** [www.gov.ca.gov](http://www.gov.ca.gov) for consideration for this position

### **Statement of Qualifications (11 point Arial font, 2 pages), and Résumé to:**

Department of Rehabilitation  
Attn: Kelly Montelongo  
721 Capitol Mall  
Sacramento, CA 95814

**Final Filing Date: Documents must be physically received and stamped at the Department of Rehabilitation by close of business on March 19, 2012.**